



City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights MN 55077
Inspections Department
Phone: 651-450-2550
Fax: 651-450-2502
www.ci.inver-grove-heights.mn.us

SIGNS

A Sign Permit is required for the installation of any new temporary or permanent sign or billboard except as noted below. The property owner or contractor must complete a Building Permit Application form and submit the following information for the sign permit to be considered:

- Two (2) copies of a site plan showing all property lines, the dimensions of the front property line, existing structures, the dimensions of said structures, and the location of the proposed sign.
- Two (2) copies of plans or drawings that completely show the proposed sign, its dimensions, construction, and illumination (if applicable).
- A list of all existing signs on the property including their location and square footage.
- Wall Signs: Two (2) copies of an elevation, with dimensions, of the wall the sign is to be attached to.
- Freestanding Signs: Setback of proposed sign from property lines and other freestanding signs, and the heights of the principle building.
- Monument and Pylon Signs: Two sets of structural plans (certified by Minnesota licensed professional engineer) for both footing and superstructure. (Call Inspections Department for additional details)

Signs that **do not** require a sign permit include:

Construction Signs: Signs denoting the architect, engineer, or contractor of construction projects when placed upon the premises under construction, and not exceeding 100 square feet in area. Such signs shall be removed upon the completion of the construction.

Double Faced Signs: Single or double faced name plate signs not exceeding two square feet in area per surface, and which do not have more than two surfaces.

Internal Signs: Signs located completely within an enclosed building.

Memorial Signs: Memorial signs or tablets, names of buildings, and date of erection when cut into or constructed of incombustible material.

Official Signs: Official court or public office notices.

Real Estate Signs: Temporary real estate signs not exceeding 25 square feet in area which advertise the sale, rental or lease of the premises upon which the said signs are located.

Traffic and Emergency Signs: Traffic or other municipal signs, legal notices, railroad crossing signs, danger and such temporary emergency or non-advertising signs as may be approved by the City Council.

City Code Section 545

CITY OF INVER GROVE HEIGHTS BUILDING PERMIT APPLICATION

PERMIT #

1. BUILDING SITE ADDRESS _____ ZIP CODE _____

2. OWNER NAME _____ ADDRESS _____ PHONE (HOME) _____ (WORK) _____

3. CONTRACTOR _____ ADDRESS _____ PHONE _____ (FAX) _____

4. ARCHITECT/ENGINEER _____ ADDRESS _____ PHONE _____ (FAX) _____

5. EMAIL ADDRESS: _____

6. CLASS OF WORK: NEW ☐ ADDITION ☐ REMODEL/ALTERATION ☐ OTHER ☐

7. DESCRIBE WORK _____

8. USE OF BUILDING _____

9. CONSTRUCTION DATA:

Setbacks: Front _____	Square Feet: Basement _____	Garage _____
Right Side _____	1st Floor _____	Porch _____
Left Side _____	2nd Floor _____	Deck _____
Rear Side _____	3rd Floor _____	Other _____

Structure Height: _____ VALUATION (Incl. Labor): _____

10. The undersigned acknowledges that he/she has read this application and that the above is correct and agrees to comply with all the ordinances and laws of the City of Inver Grove Heights regulating building construction.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT _____ DATE _____

NOTICE: This is an application only. Permit will be issued after city approval and payment of fees.

OFFICE USE ONLY	
Zoning _____	FEE TYPE
Occupancy _____	Contractors License _____
Type of Constr. _____	Building Permit _____
# of Stories _____	Plan Review _____
Bdrm/Dwelling Units _____	Surcharge _____
Max. Occup. Load _____	Sprinkler/Alarm Permit _____
Sprinklered _____	Misc. Permits (Sign, Fence) _____
	MCWS Sac Charge _____
	Sewer Connection Fee _____
	Water Connection Fee _____
	Water Treatment Fee _____
	Meter Sale _____
	Tax on Meter _____
	B-Line Sewer Connection _____
	Park Dedication Fees _____
	Eagan Utility Connections _____
	Other Forms & Fees _____
	TOTAL FEE _____
	Receipt # _____ Date Issued _____

Application Accepted By _____

License No. _____

Building Insp. Approval _____

Planning Approval _____

Engineering Approval _____

Fire Marshal Approval _____

Approved to Issue By _____

Date Approved _____

SPECIAL CONDITIONS _____

★ APPLICANT NOT TO SEPARATE SHEETS ★

NOTICE: Inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building inspected.

8150 Barbara Ave. • Inver Grove Heights, MN 55077 • Inspections 651-450-8550